

Town of Embden
Local Enhanced 911 Addressing Officer
Job Description

Nature of work: Work pertains to issues involving the development and maintenance of address information for the Enhanced 9-1-1 addressing and routing databases.

Supervision Received: This is an appointed position for a term of 1 year and until that officer's successor is appointed. Work is performed under the direction of the Selectmen.

Essential Duties and Responsibilities:

- Overall Enhanced 9-1-1 Addressing resource to the community.
- Mediator and problem-solver of the E-911 Addressing system.
- Reports to and informs the Board of Selectman on the community's E-911 Addressing system status and changes or additions needed.
- Attends and provides a report at the regular scheduled Selectmen's meetings bi-monthly (*every two months minimum*).

Requirements of Work:

- The Local Enhanced 9-1-1 Addressing Officer is responsible for approving and providing address information to the Emergency Services Communication Bureau or its designee, and must have signature authority on behalf of the community for doing so.
- Utilization of the Enhanced 911 Addressing Officer Manual. A copy is available at the Town Office or on line at:
http://www.maine911.com/communities/publications/AOManualMaster_10_08.doc.
- Ability to maintain records and prepare reports.
- Ability to communicate effectively, orally and in writing, and the ability to follow thru on jobs to their completion.
- Ability to complete difficult inspection work and the ability to work in all types of adverse weather conditions.
- Ability to deal with the public firmly and courteously under adverse or strained conditions.
- Ability to establish effective working relationships with owners, contractors, tenants, property managers and other Town officials under adverse or strained conditions.

Training and Experience Required: Must be qualified by education, training or experience with the Enhanced 9-1-1 Addressing system.

Necessary Special Requirements:

- Must have a valid State of Maine Class C Motor Vehicle Operator's License and a vehicle available for job use.

The Town of Embden considers applicants for all appointments without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.